

**Staff Council  
Special Events Committee Meeting  
Minutes  
March 2, 2009**

Members present: Nancy Gibson, Chair, Kim Gibson, Andrew Poland, Shari Upchurch, and Dale Ray, Ex Officio Member

Members absent: Scott Cunningham, Melanie Curfman, Roxanne Fuentes, Lodema Lines, Judith Mathews, Megan May, Amy Pfaff

Guests: Magon Works, Indiana Blood Center and Eduardo Nieto, IUPUI Student Government President

**Blood Drive**

The blood drive has been set for Wednesday, April 29 from 10 am – 3:00 pm. The locations will be the Campus Center, Safeco Building, Education Research Institute (EF) and the Van Nuys Medical Science (MS) Building. There will be a Bloodmobile at the Education Research Institute (EF) and the Safeco Building. The blood drive at the Campus Center (Rooms 405 & 409) and the Medical Science (MS) Building (atrium) will be held inside. Nancy recommended that the Safeco building drive run from 10-1, as there are usually not any more donors after this time. The extra people could then go to the Campus Center to help out.

This year, the Staff Council is holding the Blood Drive in conjunction with the Student Government and the MPH Graduate Student Council. The Student Government will man a table at the Campus Center and the MPH Graduate Student Council will man a table at the EF Building. Nancy Gibson will be the contact person at the Safeco Building and Shari Upchurch will be the contact at the Medical Science Building.

Magon showed the Committee the T-shirts and hats that are available for give-aways. The Committee agreed that the T-shirts would be a good give-away. Nancy will also be getting some items from CVS for give-aways. There are still Hot Box Coupons left from the previous Blood Drive that can also be given away.

Magon stated that the goals for the Blood Drive are as follows: 40 units at the EF Building, 70 units at the Medical Science Building, 70 units at the Safeco Building, and 150 units at the Campus Center.

Magon passed out sample posters that are available for use. The bottom of each poster can be personalized for our event. It was suggested that we use the “Spring into Life” logo on the main part of the poster and then put all four locations on the bottom. This poster will have the IUPUI Staff Council, Student Government and MPH Graduate Student Council logos on it to show that the Blood Drive is being sponsored by all three groups. Also make sure and note to please bring ID or JagTag as this is required to

donate should also be placed on the posters. It was mentioned that Karen Eckert has an electronic version of the logo that can be sent to Magon. Magon will send a proof to Nancy prior to print for approval. Magon will have 25 posters, 400 flyers and 100 table tents printed. Andrew will post flyers on the east side of campus and Shari will take care of the research side of campus. It was suggested that the Communications Committee take care of getting the posters and table tents posted at the Campus Center. The Communications Committee will also be in charge of getting PR placed in the Jag News, Scope, etc. Eduardo volunteered to get a notice placed on the LCD screens at the Campus Center as this must come from a student. It was also suggested that a large banner be placed in some strategic places across campus. Magon stated that the IBC has large banners and some smaller banners that we can use that say "Blood Drive Today" on them. It was suggested that the Communications Committee take care of getting a large banner placed in the walkway across Michigan street. It was also suggested that getting Jinx to walk around the Campus Center for a while promoting the Blood Drive would be great PR. It was discussed trying to get either Chancellor Bantz or one of the Vice Chancellors to lead the way in donating to help get more faculty involved in the donations. Nancy stated that she will talk to Sue Herrell about drafting a letter to send to the Chancellor and Vice Chancellors about this.

It was discussed about the possibility of creating a Facebook event for the Blood Drive. Andrew volunteered to create it. Nancy will take this to the Executive Committee for approval at the next meeting.

### **Legacy Project**

Nancy reminded everyone that the initial planting will be held on March 21 at 9:00 am. Everyone who is helping will need to provide their own shovel, trough, rake, and gloves. We need to have as many volunteers as possible as there will be a lot of flowers to plant. Right now there are only a few volunteers.

### **April Staff Council Meeting**

The April Staff Council meeting will be a special meeting to celebrate the 30-year anniversary of the IUPUI Staff Council. The Special Events Committee and Membership Committee will be working together to provide a special event for this meeting. Details will be forthcoming.

### **Adjourn and Next Meeting**

The next Special Events Committee meeting will be held on Monday, April 6 at 3:30 pm in EF 325. Magon Works from the Indiana Blood Center will be at this meeting to finalize plans for the Blood Drive.